



To consider your Time Served request, the Court requires the following cause numbers:\_\_\_\_\_. **Please be advised your plea of No Contest/Guilty will result in a conviction that will appear on your record.**

1. **A plea of either guilty or nolo contendere** (no contest) in the cause(s) for which you are seeking jail credit.
2. **OFFICIAL DOCUMENTATION**, (usually obtained from the jail facility where you are incarcerated) **stating:**
  - > The offense for which you are incarcerated.
  - > The specific name of the facility and location where you are incarcerated.
  - > When you began your incarceration; and
  - > The date your incarceration is scheduled to end.

Upon receipt of the two (2) above listed documents completed and signed, your request will be presented to the Judge for consideration, and you will be notified of the decision.

**Please be advised your plea of No Contest/Guilty will result in a conviction that will appear on your record.**

Should you have any questions, please call.

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